

Starting a Recycling Program

Offices

Retail

Industry

Schools

Apartments



**Commercial
Recycling
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1. Get Management Support

Is it company policy to recycle?

Make other people aware that recycling is coming to your building and that management supports this change. Having upper-level backing gives credibility to the program. There are often minor start-up costs. Management approval ensures that resources are available when needed.

2. Talk Amongst Yourself

A key ingredient to any program is employee buy-in. **Seek support from colleagues and co-workers.** Identify people that have a genuine interest in recycling and enlist them as recycling coordinators. Meet on a regular basis with coordinators to discuss the details of the program, but also to brainstorm new ideas.

3. Know Your Trash

How much trash does your building produce on a weekly basis? Identify those people that oversee waste disposal and include them in this discussion. **Go "dumpster diving" and see what is being thrown away.** Identify the materials that can be recycled and those that cannot.

4. Internal Collection

How will you collect your office recyclables?

Centralized pickup:

Having workers keep smaller bins at their desk, and arranging a central collection point for workers to empty their bins when they get full.

Custodial pickup:

Having custodial workers clean out trash cans and recycling bins at each desk.

5. Check Your Options

There are many haulers and recyclers in the DFW area that want your recyclables. Once you identify the components of your trash that can be recycled, shop around for a recycler that will help you divert those recyclables away from the landfill. **[Click here](#) for a list of contacts.**



6. Educate Others

Recycling education is an ongoing process. It is important to share your recycling plans, goals, and achievements with employees. Providing targets for recycling as well as updates on recycling efforts encourages participation in your company's program.

7. Evaluate and Expand

Your recycling coordinator should track your program to ensure its effectiveness and efficiency. Seek out input from employees as part of an ongoing dialogue to improve convenience and increase participation. If you start by recycling just one or two things, consider expanding your program to include different types of material.

8. Close The Loop

Does your office buy recycled products? Closing the loop involves purchasing products that are made from recycled materials. This will help create a demand for the materials generated by your recycling program. Purchasing procedures can be amended to give preference to products with post-consumer content.



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